



United States Department of the Interior
NATIONAL PARK SERVICE

Katmai National Park/Preserve
P.O. Box 7
King Salmon, AK 99613

RECRUITMENT BULLETIN: **KATM-15-007**
ISSUE DATE: **February 13, 2015**
CLOSING DATE: **February 27, 2015**

JOB POSTING

**JOBS AVAILABLE THROUGH THE ALASKA LOCAL HIRE PROGRAM
(PUBLIC LAW 96-487)**

POSITION

Administrative Services Assistant (OA), GS-0303-05/06/07
\$17.92 to \$28.85 per hour

DUTY LOCATION

King Salmon, AK

BENEFITS: Insurance, Retirement, Thrift Savings Plan (similar to a 401K), paid holidays, annual and sick leave.

TENURE & WORK SCHEDULE: Permanent, Full-time

DUTIES: Serves as Administrative Support Assistant reporting to the Chief of Administration. Executes essential actions in administrative management services such as budget, human resources, travel, information systems, office management, property, and procurement. Performs financial reconciliation and reporting, conducts financial evaluations and presents findings to management. Serves as staff contact for OWCP inquiries, personnel and recruitment questions, payroll, and travel. Initiates paperwork to effect personnel actions; researches, advises on and coordinates time and attendance; secures supplies. Performs general office services such as arrange, pick up and deliver mail; office hard copy and electronic filing; reception, and other duties.

This position is being advertised as a career ladder, and the incumbent will receive training and on-the-job experience in a wide variety of administrative functions.

WHO CAN APPLY: Any U.S. citizen who, by reason of having either lived or worked in or near Katmai National Park & Preserve, has acquired special knowledge or expertise regarding the natural or cultural resources of the park. This level of knowledge would be acquired by having lived or worked in or near the park for at least a year. Short seasonal residency is not qualifying as this would not provide the level of knowledge or expertise that is gained through experiencing the range of climactic conditions and associated impact on the resources.

Resident zone communities in or near Katmai National Park and Preserve are as follows:

The Federal Subsistence Areas of Unit 17C, as well as Unit 9A, 9B, 9C, and 9E, to include the communities of Naknek, King Salmon, Dillingham, Clarks Point, Ekwok, South Naknek, Koliganek, Port Alsworth, Nondalton, Pedro Bay, Iliamna, Newhalen, Kokhanok, Igiugig, Levelock, Egegik, Pilot Point, Ugashik, Port Heiden, Chignik, Chignik Lagoon, Chignik Lake, Perryville, and Ivanof Bay.

QUALIFICATION REQUIREMENTS: This position is being advertised at multiple GS levels (levels relate to the complexity of the duties). The full performance level is GS-07. Qualifications will be determined by assessing whether or how your education and/or experience in a variety of administrative duties such as budget, property, purchasing, travel, and/or human resources meets the GS-05 entry level, GS-06 career ladder, or GS-07 full performance level work for this position. You will be considered for all grade levels that you qualify for. The knowledge, skills and abilities applicants are rated on include ability to provide a variety of office services; apply financial tracking and procurement procedures and regulations; apply human resources policies and procedures;

use computer software and peripheral equipment; communicate effectively; and work independently with only minimal supervision.

In addition, applicants must type at least 40 words per minute (must self-certify on your resume or a separate document).

All qualification requirements must be met by the closing date of this job posting. *Please note that qualifications are determined solely on the contents of your resume and any other materials that you include in your application package.* Only qualified applicants will be referred to the selecting official.

GS-05: Specialized experience at this level includes performing a variety of administrative or office support functions such as payroll, personnel, preparing travel authorizations and vouchers; drafting correspondence; using office procedures and equipment; organizing and analyzing numerical information; taking meeting notes; office receptionist; filing; and meeting and dealing effectively with others. To be creditable, your experience must have involved performance of various office duties such as described above that is equivalent to the GS-04 level in the Federal Service and equipped you with the particular knowledge, skills and abilities to successfully perform the duties of this position.

In lieu of experience, a bachelors degree or 4 years leading to a bachelors degree is also qualifying at the GS-5 level.

GS-06: Specialized experience providing a variety of administrative technician services such as budget, property, purchasing, travel, or human resources that required ensuring compliance with regulations or policies; preparing time and attendance that included determining overtime or other pay entitlements; preparing travel authorizations and vouchers; maintaining a property inventory program; preparing and following up on purchase orders; tracking and reconciling budget data; preparing human resource employment paperwork and orienting new employees. To be creditable, this experience must have been equivalent to at least the GS-05 grade level in the federal service and equipped you with the particular knowledge, skills, and abilities to successfully perform the duties of this position.

In lieu of experience, six months of graduate education (9 semester hours) courses directly related to the duties of this position is also qualifying.

GS-07 (full performance level): In addition to the GS-06, specialized experience in administrative programs that regularly required researching and interpreting regulations and policies; serving as an organization's technical advisor on one or more administrative programs; tracking and reconciling complex fiscal or other data; providing advice and guidance to supervisors on complex aspects of administrative programs. To be creditable, this experience must have been equivalent to at least the GS-06 grade level in the federal service and equipped you with the particular knowledge, skills, and abilities to successfully perform the duties of this position.

In lieu of experience, one full year of graduate education (18 semester hours) courses directly related to the duties of the position is also qualifying at this level.

CONDITIONS OF EMPLOYMENT:

- Favorable background investigation. Results of the investigation must be adjudicated **prior** to employment.
- Federal employees are required to utilize Direct Deposit (EFT), for their Federal Salary checks.
- Driver's license required.

OTHER INFORMATION:

Housing – Government housing may be available for rent.

HOW TO APPLY:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! Incomplete applications may result in non-referral of your application. Assistance and forms may be obtained from the park office at the address above or by calling 907-246-2103. The SF-15 may be obtained through the Internet at www.opm.gov/forms.

All applications must be postmarked or received in this office by the closing date of the announcement. If your application package is postmarked on the closing date it must be received in this office no later than 7 calendar days after the closing date. Hand delivered applications must be received by close of business on the closing date.

Mail or hand deliver the following required forms to Park Headquarters, Katmai National Park/Preserve, P.O. Box 7, King Salmon, AK 99613:

- Resume that provides detailed information about your work experience. Include the dates worked (for example, June 1, 2009 through August 15, 2010), work schedule (for example, 40 hours per week); the position title; and employer name for each period of employment (see resume tips attached to this announcement).
- Completed Local Hire Applicant Eligibility and Qualifications Questionnaire (*questionnaire attached, or can be obtained from park office*)
- DD-214 if claiming points Veteran's Preference; if claiming 10 points Veteran's Preference, also include the SF-15 and verification documents described on the back of the SF-15. A member 4 copy is preferred; if not available, DD-214 must show dates served and the nature of discharge.
- Although not required you are encouraged to submit the attached "Demographic Information on Applicants" (OMB 3046-0046) with your application. *Please ensure that it is the last page of your application package, as it is removed from your application before it is forwarded to the selecting official.*

It is the applicant's responsibility to provide documentation/proof of veteran's preference, qualifications, and education. Applicants will not be solicited for further data if that provided is found to be inadequate, illegible, or incomplete.

Application materials will not be returned, therefore do not submit original documents that you may need in the future, or extra materials such as letters of recommendation, photographs, or award certificates.

We do not accept faxed or electronic resumes or applications, or applications mailed in postage paid government envelopes or through an internal government mail system.

If you make a false statement in any part of your application you may not be hired or you may be fired after you begin work; or you may be subject to fines, imprisonment or other disciplinary action.

OTHER:

Veteran's Preference: All applicants claiming Veterans Preference **MUST** submit a copy of their DD-214, Military Discharge". In addition, those claiming 10-point veterans preference **MUST** submit a copy of an SF-15, "Claim for 10 Points Veterans Preference", and the verifying documentation listed on the back of the SF-15 such as a copy of the latest Veterans Administration disability certification. To obtain further information about veteran's preference, refer to www.opm.gov/veterans/html/vetguide. You will not receive veteran's preference if you do not provide this documentation.

Reasonable Accommodations: The agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the park office listed on this announcement. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

Privacy Act Information: The application you submit for this position contains information subject to the privacy act of 1974 (PL-93-579, 4 USC 552a). We are required to provide you with information regarding our authority and purpose for collecting this data, the routine uses which will be made of it and the effects, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number. Any questions you may have regarding the Privacy Act regulations and the rights it extends can be answered by contacting the park office.

Equal Employment Opportunity: Appointments are made without regard to race, color, age, sex, sexual orientation, religion, political affiliation, national origin, marital status, non-disqualifying handicap condition or any non-merit factor.

QUESTIONNAIRE
ALASKA LOCAL HIRE APPLICANT ELIGIBILITY and QUALIFICATIONS

Administrative Services Assistant (Office Automation), GS-0303-05, 06, 07
KATM-15-07

Instructions: Please complete sections A through C, sign form, and submit with your resume. Please note: If this questionnaire is not submitted with your application package, there will be no follow up to obtain the information, and you will not be considered.

A. APPLICANT NAME: _____

B. ELIGIBILITY FOR A LOCAL HIRE APPOINTMENT

1. How long have you lived or worked in the vicinity of Katmai National Park and Preserve?

- a. Less than one (1) year
- b. More than (1) year
- c. I have not lived or worked in the vicinity

2. List your physical address(es) while living in the vicinity of Katmai National Park and Preserve, and approximately when you lived there (month & year, for example Oct 2001 to September 2005) :

3. Do you have knowledge, by virtue of living in this area, of one or more of the items listed below (circle all that apply)?

- a. Community history such as: specific dates, important events, seasonal observations, customs, etc.
- b. Geographic features and/or unique land markers such as: mountain or river locations, types of landscapes, or other geographic information.
- c. Wildlife (including identification of): mammals, birds, big game, fish, or other animals specific to the area.
- d. General knowledge of safety precautions, weather conditions, recreation options, and important information knowledgeable to the local community.
- e. Supplies and logistics needed for field camping including area-specific needs or that incorporate challenges or safety aspects specific to the area.
- f. Other unique information not listed above that show familiarity with the full range of typical conditions that affect the work to be accomplished. Describe here (use additional paper if needed):

g. I do not have knowledge or experience as listed above.

4. How did you obtain your knowledge of the unique practices of the public lands for *Katmai National Park and Preserve* (circle all that apply)?

- a. Personal knowledge such as: fishing, hunting, camping, hiking, etc.
- b. Professional: obtained through a position held (position must be cited in your resume)
- c. Official training: high school class, college course, on-line training
- d. Other resource used to obtain knowledge that is not listed above (you may be asked to elaborate later).
- e. I do not have the knowledge listed above.

C. QUALIFICATION COMPETENCIES: The answers to the following questions and tasks will help us to evaluate your knowledge, skill and abilities to perform the duties of the advertised position. If referred, interviews and reference checks may be conducted to further assess your skill level in the identified competencies. Please circle the answer that best describes your experience.

1. I have a valid state driver's license, or would be able to obtain one within a short time (if selected, this will be verified prior to appointment; do not provide a copy of your driver's license in your application package). Yes No

2. I can type 40 words per minute or more. Yes No

FOR THE FOLLOWING QUESTIONS: Please use the A through E scale below to indicate the skill level that you currently possess for each of the following tasks. In your resume, be sure to describe your experience that supports your responses to the task statements below. The information you provide may be verified. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for rating you ineligible, not hiring you, or for firing you after you begin work.

A- I have not had education, training or experience in performing this task.

B- I have had education or training in performing this task, but I have not yet performed it on the job.

C- I have performed this task on the job, with close supervision from supervisor or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without supervision from senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do this.

3. Plan and prepare or review acquisition documents for supplies, materials, equipment or services to ensure completeness and compliance with laws or office policies. A B C D E

4. Prepare and assist program managers with formal property inventory. A B C D E

5. Process and record billing invoices. A B C D E

6. Reconcile purchases and conduct audits on corporate or Government purchase cards. A B C D E

7. Provide recurring and one-time financial reports to reflect current status of funds. A B C D E

8. Enter fiscal/budget data in an automated tracking and reporting program. A B C D E

9. Track fiscal/budget data and research discrepancies in budget information. A B C D E

10. Reconcile and audit receipts and invoices. A B C D E

11. Ensure regulations or office policies are followed when performing administrative duties. A B C D E

12. Work with supervisors to prepare and coordinate requests for personnel actions. A B C D E

13. Prepare support documentation for personnel actions. A B C D E

14. Process personnel action requests into a human resources data information system. A B C D E

15. Maintain personnel files following Privacy Act guidelines. A B C D E

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| 16. Prepare time and attendance records for office staff. | A | B | C | D | E |
| 17. Research time and attendance policies. | A | B | C | D | E |
| 18. Use software packages, such as Microsoft Word, PowerPoint, and Excel, to create documents, tables, charts and/or graphic presentations. | A | B | C | D | E |
| 19. Troubleshoot peripheral equipment such as scanners, back-up drives, fax machine, copiers) to resolve problems. | A | B | C | D | E |
| 20. Demonstrate understanding, courtesy, tact, empathy, and concern in handling contentious or stressful situations. | A | B | C | D | E |
| 21. As a representative of an organization, interact with others to resolve complaints and conflicts. | A | B | C | D | E |
| 22. Establish priorities and perform duties independently. | A | B | C | D | E |
| 23. Independently research guidance, regulations, and/or policies to obtain information, provide information to others, and to ensure office compliance. | A | B | C | D | E |

D. APPLICANT SELF-CERTIFICATION:

I certify that the statements made on this application are true, correct and complete to the best of my knowledge. I understand that the information I have provided may be verified.

Applicant signature

Date

TIPS ON APPLYING

**Here's what your resume or application must contain
(In addition to specific information requested in the job vacancy announcement)**

Job Information

- Announcement number, and job title and grade(s) of the job you are applying for.

Personal Information

- Full Name, mailing address (with zip code) and day and evening phone numbers
- Social Security Number
- Country of Citizenship
- Veterans' preference
- Reinstatement eligibility
- Highest Federal civilian grade held

Education

- High School
 - Name, city, and State (zip code if known)
 - Date of diploma or GED
- Colleges or universities
 - Name, city and State (zip code if known)
 - Majors
 - Type and year of any degrees received

(If no degree, show total credits earned and indicate whether semester or quarter hours)

Work Experience

- Give the following information for your paid and nonpaid work experience related to the job you are applying for. (Do not send job descriptions.)
 - Job title (include series and grade if federal job)
 - Duties and accomplishments
 - Employer's name and address
 - Supervisor's name and phone number
 - Starting and ending dates (month and year)
 - Hours per week
 - Salary
- Indicate if we may contact your current supervisor.

Other Qualifications

- Job-related training courses (title and year)
- Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed
- Job-related certificates and licenses (current only)
- Job-related honors, awards and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested.)

Other:

Be sure to follow the "how-to-apply" instructions closely, and include all of the required documents in your application package.